**PUBLIC NOTICE POSTING REQUEST TO OFFICE OF TOWN CLERK**

 **Fax: 978-572-1228 Email:townclerk@townofnewbury.org**

*(Please check all appropriate boxes)*

**BOARD/COMMITTEE/ORGANIZATION: Council on Aging Board of Directors**

  **X MEETING □PUBLIC HEARING**

**DAY of WEEK/DATE: Monday, September 20, 2021 TIME (AM/PM): 1:00PM**

**ADDRESS: Newbury Municipal Offices**

 **12 Kent Way**

 **Byfield, MA 01922**

**ROOM: 2nd Floor Hearing Room**

**PURPOSE: Council on Aging Board of Directors Meeting**

**SUBMITTED BY (Name & Title)**: Cindy Currier, Director, on behalf of Joyce Machiros, Board Chair

**All public meeting notices must be filed and time stamped in the town clerk’s office and posted on the municipal bulletin board 48 hours prior to the meeting in accordance with MGL Ch. 30A, § 18-25. This *may not* include Saturdays, Sundays or legal holidays. Newbury Municipal Offices are open Monday, Wednesday, Thursday 8am-4pm and Tuesday from 8am-7pm. Municipal offices are closed on Fridays. Faxed or Emailed postings must reach the Clerk’s office during business hours 48 hours prior to the meeting.**

**MEETING NOTICES WILL ALSO BE POSTED ON THE TOWN WEBSITE (**[**www.townofnewbury.org**](http://www.townofnewbury.org)**)**

**Agenda**

* **Call to order**
* **Public Comment**

To receive oral communication from members of the public related to items on this agenda. Members of the public may address the Council on Aging Board for up to three minutes; longer with the permission of the Chairperson. The Council on Aging Board will not engage in discussion on topics raised during public comment but may choose to add the topic to a future agenda. This agenda segment will be limited to 15 minutes unless extended at discretion of the Chairperson.

* **Review and approval of August 23, 2021 Meeting Minutes**
* **Review of the Town of Newbury policies and procedures relevant to approved changes to the Elder Emergency Fund**
* **Review status of Mission and Vision Statements**
* **Appoint a member of our Council on Aging Board of Directors to be put on the future Building Committee for the proposed new Council on Aging building. A letter will be composed and sent to the Select Board with this request**
* **Update from Council on Aging Director (including expense report and donations)**
* **Changing the time od day of our meeting held on the third Monday of the month**
* **Other business**
* **Executive Session as needed**
* **Adjourn**

 The Council on Aging Board pledges its respect to the public and each other. The Board asks the public to conduct themselves in a respectful, courteous manner, both with the Board and with fellow members of the public. Should any member of the board or any member of the public fail to observe this charge at any time, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until a genuine commitment to this charge is observed.

**Note: T**he matters listed above are those reasonably anticipated by the Chair to be discussed at the meeting. This Agenda may be updated or revised after initial posting. Not all items listed may in fact be discussed, and other items not listed may be brought up for discussion to the extent permitted by law.

 Except for scheduled public hearings, times given for discussion of agenda items are approximate and are subject to change.